



S.T.O.W.S.
Stow Town Officials Work Session
Thursday, June 11, 2020
7 PM

Join Zoom Meeting

<https://zoom.us/j/95503760266?pwd=OEUvOHdUeGx0TjJ6ZXNHMFk4WXdUdz09>

Meeting ID: 955 0376 0266

Password: **815929**

One tap mobile

+19292056099,,95503760266#,1#,815929# US (New York)

+13017158592,,95503760266#,1#,815929# US (Germantown)

Dial by your location

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

Meeting ID: 955 0376 0266

Password: 815929

The meeting is scheduled early this year, as we will be looking for input into how to organize things.

- The STOWS meeting is to help prepare for the Annual Town Meeting
- Review order of Town Meeting actions
- Determine who will make motions and presentations
- Set time limits
- Discuss any other meeting procedures and format

Each department, board or group of voters that has sponsored an article for this Town Meeting should make arrangements for at least one member to attend STOWS, or contact Moderator David Walrath to make other arrangements (978- 897-0345) or StowModerator@stow-ma.gov .

If you plan to make a presentation:

All computer presentations are due to the Moderator by 9 p.m., Wednesday, June 17.

Due to COVID19:

- **We will need to make any presentations available on the town web site well in advance of town meeting, so put simply, no late presentations.**
- **Keep presentations as short as possible. Time limits will be strictly enforced.**
- **We do not have a firm plan of how we will distance people, but you should plan that not everyone will have video access to the meetings and presentations**

Regular requirements:

- Send presentations to the Moderator, preferably by email: StowModerator@stow-ma.gov.
- Presentations should be 10 minutes or less.
- It is at the Moderator's discretion if additional time is warranted.
- Provide the Moderator the estimated length of presentations either at or prior to the STOWS meeting.
- Presentations should be in PowerPoint. Templates for PowerPoint presentations and Stow's Town Meeting Presentation Guide may be obtained from the Town Clerk. Email the request to TownClerk@stow-ma.gov

If you plan to have non-voters attend to assist, please check the "Information for Nonvoters" document at www.stow-ma.gov under "Town Meeting and Election".

Finally, please let us know if your board or committee will have any non-voters attending town meeting, making the presentation or available to answer questions. We will add his/her name to the admit to auditorium list and the list for town meeting to vote to address town meeting.